Vice President for Finance and Support Services

Job Code 00000959

General Description
Responsible for functioning as the chief financial officer of the University.

Examples of Duties
Advise the President and other Vice Presidents on University issues, policies, and strategic plans.
Oversee the development and implementation of policies and procedures related to the finance and support departments for the VPFSS Office.
Manage the resources of the University by overseeing the University budget.
Negotiate contracts.
Oversee the production of the President’s Report to the Board of Regents.
Chair and serve as member of internal and external committees and councils.
Speak to internal and external groups regarding FSS operations.
Supervise department budgets and salary reviews within FSS by reviewing, allocating, and authorizing expenditures.
Approve personnel actions within the University and FSS division.
Advise and consult with the President and other divisional Vice Presidents on personnel actions outside the FSS division.
Direct the development of short range and strategic plans for the division.
Ensure that the University is in compliance with federal, state, and local laws and regulations related to University financial operations and the operations of the FSS division departments.
Testify before governmental bodies regarding Texas State financial matters.
Respond on University’s behalf to requests for information to external entities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: generally accepted accounting principles (GAAP); of University and division policies; of federal, state, and local laws related to the University finance and support functions; of the strategic planning process; of effective fiscal controls and other audit principles; of constructive planning; of contracts and contract management; of contract negotiation.

Skill in: Providing leadership within division; in working with members of PC in effective manner, as well as with staff, faculty, students, and external entities.

Ability to: understand complex policies and procedures, contracts, financial statements, construction plans, correspondence, and reports; to oversee the development and implementation of effective policies; to speak clearly and persuasively to individuals and groups about complex financial issues; to provide leadership for division and within University; to serve productively on committees and workgroups.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
None.